

## **NOTICE OF HEALTH INFORMATION PRACTICES**

This notice describes how information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

### **Understanding Your Health Record/Information**

Each time you visit a hospital, physician, or other healthcare provider, a record of your stay or visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment and a plan for future care or treatment. This information, often referred to as your medical record, serves as a:

- basis for planning your care and treatment
- means of communication among the health professionals who contribute to your care
- legal document describing the care you received
- means by which you or a third-party payer can verify that services billed were actually provided
- a tool in educating health professionals
- a source of data for medical research
- a source of information for public health officials charged with improving the health of the nation
- a source of data for facility planning and marketing
- a tool with which we can assess and continually work to improve the care we render and the outcomes we achieve

Understanding what is in your record and how your health information is used helps you to:

- ensure its accuracy
- better understand who, what, when, where and why others may access your health information
- make more informed decisions when authorizing disclosure of this information to others.

### **Your Health Information Rights**

Although your health record is the physical property of Nevada State Veterans Home (NSVH) the information belongs to you. You have the right to:

- request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522
- obtain a paper copy of the notice of information practices upon request
- inspect and copy your health record as provided for in 45 CFR 164.524
- amend your health record as provided in 45 CFR 164.528
- obtain an accounting of disclosures of your health information as provided in 45 CFR 164.528
- request communications of your health information by alternative means or at alternative locations
- revoke your authorization to use or disclose health information except to the extent that action has already been taken.

### **Our Responsibilities**

Nevada State Veterans Home is required to:

- maintain the privacy of your health information
- provide you with a notice as to our legal duties and privacy practices with respect to information we collect and maintain about you

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- abide by the terms of this notice
- notify you if we are unable to agree to a requested restriction
- accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our information practices change, we will mail a revised notice to the address you have supplied us. We will not use or disclose your health information without your authorization, except as described in this notice.

#### **For More Information or to Report a Problem**

If you have questions or would like additional information, you may contact the director of Health Information Services at (702) 332-6733. If you believe your privacy rights have been violated, you can file a complaint with the director of Health Information Services or with the secretary of Health and Human Services at 1-800-368-1019. There will be no retaliation for filing a complaint.

#### **Examples of Disclosures for Treatment, Payment and Health Operations**

The following are examples of purposes for which NSVH is permitted or required to use or disclose your health information without your written consent or authorization. *We will use your health information for treatment.*

**For example:** Information obtained by a nurse, physician or other member of your healthcare team will be recorded in your record and used to determine the course of treatment that should work best for you. Your physician will document in your record his/her orders to the members of your healthcare team. Members of your healthcare team will then record the actions they took and their observations. In that way, the physician will know how you are responding to treatment. We will also provide your physician or a subsequent healthcare provider with copies of various reports that should assist him/her in treating you once you are discharged from NSVH. *We will use your health information for payment.*

**For example:** A bill may be sent to you or a third-party payer. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures and supplies used. *We will use your health information for regular health operations.*

**For example:** Members of the medical staff, the risk or quality improvement department may use information in your health record to assess the care and outcomes in your case and others like it. This information will then be used in an effort to continually improve the quality and effectiveness of the healthcare and service we provide.

*Business associates:* There are some services provided at NSVH through contacts with business associates. Examples include laboratory and radiology examinations, medical transcription company to provide dictated physician reports, pharmacy services. When these services are contracted, we may disclose your health information to our business associate so that they can perform the job we have asked them to do and bill you or your third-party payer for services rendered. To protect your health information, however, we require the business associate to appropriately safeguard your information.

*Directory:* Unless you notify us that you object, we will use your name, location in the facility, general condition and religious affiliation for director purposes. This information may be provided to members of the clergy and, except for religious affiliation, to other people who ask for you by name. *Communication with*

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*family:* Health professionals, using their best judgment, may disclose to a family member, other relative, close personal friend or any other person you identify, health information relevant to that person's involvement in your care or payment related to your care. *Research:* We may disclose information to researchers when an institutional review board (IRB) has approved the research proposal and established protocols to ensure the privacy of your health information. *Funeral directors:* We may disclose health information to funeral directors consistent with applicable law to carry out their duties. *Marketing:* We may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you. *Fund raising:* We may contact you as a part of a fund-raising effort. *Food and Drug Administration (FDA):* We may disclose to the FDA health information relative to adverse events with respect to food, supplements, product and product defects, or post-marketing surveillance information to enable product recalls, repairs or replacement. *Public health:* As required by law, we may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury or disability. *Law enforcement:* We may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena. Federal law makes provisions for your health information to be released to an appropriate health oversight agency, public health authority or attorney, provided that a work force member or business associate believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more residents, workers or the public. Other uses and disclosures will be made only with written authorization obtained from you or your designated legal representative.

**We are “Caring for America’s Heroes”**